


POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No.					
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i> Standard MWR NAF PD		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.					
		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 14. Agency Use					
		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive							
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade					
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Recreation Specialist ITT		NF		0188		03					
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>									
18. Department, Agency, or Establishment				c. Third Subdivision									
a. First Subdivision				d. Fourth Subdivision									
b. Second Subdivision				e. Fifth Subdivision									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>									
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>				<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>									
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>									
Signature _____ Date _____				Signature _____ Date _____									
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>				22. Position Classification Standards Used in Classifying/Grading Position									
Typed Name and Title of Official Taking Action S.J. NEW Principal Classifier				OPM PCS Recreation Specialist, GS-0188, TS-64 June 82, TS-36 Sept 79									
Signature  Date 10-26-06				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>													
b. Supervisor													
c. Classifier													
24. Remarks													
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>													

RECREATION SPECIALIST (Information Tickets and Travel) NF-0188-03

INTRODUCTION

The primary objective of the position is to provide a versatile Information, Tickets, and Travel program for a military installation; military personnel and their dependents, retired military and Department of Defense (DoD) civilian employees.

MAJOR DUTIES AND RESPONSIBILITIES

Administers a comprehensive and versatile information, ticket, and tours program, for military personnel, their dependents, retired military personnel, and Department of Defense civilians. Sells tickets to concerts, attractions and other events. Establishes and maintains close working relationships with independent travel operators, restaurants, hotels/motels, theme parks and attractions in the local commuting area. Periodically acts as a tour guide, or individually investigates tour destinations to insure maximum success and patron satisfaction. Packages, prices, and schedules tours to meet anticipated demand, and according to availability of destination, costs, and probability of success.

Prepares, monitors and evaluates ITT NAF and APF budget to include UFM monies for annual budget and monthly status reports of variances and inventory differences to the proper chain of command.

Organizes locations, dates and times with local bases and incorporates into the Nationwide ITT Travel Show schedule. Markets tours through all ITT/ITR Offices.

Operates the MWR ITT Office. Ensures any special needs for the customers are included in cruise, hotel or dinner reservations. Responsible for collecting money, ensures any tickets or documents that are picked up, are paid for with cash, check or credit card before the deadlines or upon reservation. Responsible for preparing separate daily activity reports (DARS) for cruise and hotel commissions on a daily basis, or as needed. Maintains control of all commissions received by day and by month and tracks them to ensure proper commission rate is received from vendor.

Orders and sells various theme park tickets. Collects money from all sales and rings through cash register or Point of Sale (POS) system. Responsible for joint events with other MWR programs, such as over night trips with the Liberty Program to include hotel reservations, bus reservation and tickets for attractions or Youth Activities trips to include bus reservation, driver and tickets at cost. Follows up on all changes to tickets, price changes, additions and deletions. Submits invoices and goods movements to accounting department for payment.

Responsible for marketing campaigns for all ITT tours, prices and special events submitted to the Marketing Department. Development of marketing strategy based on Navy and local MWR

regulation, leisure needs results, in-house generated ideas along with other MWR department needs.

Orders and sells prepaid discount tickets for all other local attractions. Maintains control of ticket stock and re-orders as necessary. Request proper SAP documentation and gathers all payment information for tickets. Prepares purchase order request and submits to accounting department for payment.

Negotiates local contracts on the Nationwide Military Travel Voucher (MTV) Program in conjunction with the U.S. Army and Marine Corps. Forwards updates and changes to contracted rates for all hotels, attractions and events on the MTV Program to the proper point of contact. Notifies the proper point of contact for quality assurance issues and amendments.

Performs other duties as assigned.

FACTORS:

FACTOR 1. KNOWLEDGE REQUIRED

- A minimum of three years experience that demonstrates a working knowledge of the ITT program. A Bachelors degree from an accredited college/university in related field may be submitted for two years of experience.
- Knowledge enabling employee to competently and independently carry out continuing ITT projects or programs through proper application of the principles, concepts, and techniques of recreation to the specific needs of a military community. Skill in planning and carrying out a military recreation center program which meets the needs of the participating community.

FACTOR 2. SUPERVISORY CONTROLS

The employee plans and carries out the various phases and projects of the program and handles problems and divergence from normal circumstances in accordance with standard instructions, policies, and the accepted practices of recreation center operations. Work is reviewed through program effectiveness, and progress towards program objectives.

FACTOR 3. GUIDELINES

Broad guidelines and local procedures or instructions are available when needed. The employee may seek advice or assistance from higher-level personnel when deviations from the guidelines are required.

FACTOR 4. COMPLEXITY

Programs encompass different and unrelated processes, methods and procedures, and must be managed to ensure programs effectiveness, and staff competency. The size, nature, and scope of the program require decisions that take into account such things as participant interests and needs or last-minute problems that require adjustments in schedules.

FACTOR 5. SCOPE AND EFFECT

Recreational programs vary from basic to complicated interpretation and analytical effectiveness of rules, regulations, and procedures for the execution of a program.

FACTOR 6. PERSONAL CONTACTS

Contacts are with program participants and with civilian and military personnel. The incumbent also has contacts with the general public, including community leaders, in planning and scheduling a variety of activities for participants. Such contacts are in moderately structured setting and tend to be routine and recurring.

FACTOR 7. PURPOSE OF CONTACTS

Contacts with participants are for the purpose of determining and assessing their interests and needs, planning activities and services. Contacts with personnel and the general public are for purposes of arranging for necessary facilities and support services, publicizing scheduled activities, and promoting community support and cooperation. The overall purpose is to motivate individuals and groups toward mutual participation and cooperation in the program.

FACTOR 8. PHYSICAL DEMANDS

The position involves occasional physical exertion such as moderate lifting, frequent walking, bending, stooping, etc.

FACTOR 9. WORK ENVIRONMENT

- The work environment involves everyday risks and/or discomforts, which requires normal safety precautions typical of various physical activities. Indoor areas are adequately lighted, heated, and ventilated. The work schedule is highly flexible, involving assignments at night and on weekends.

- Required to work an irregular tour of duty which may include some evenings, Saturdays, and Sundays and holidays.